

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 12 1973 73-145-148 MAR 15 1973									
2. Agency Application No.											
3. AGENCY, Division, Subdivision & Administering Office Address Office of Planning and Budget Executive Office Room 611 Trinity-Washington Building Atlanta, Georgia 30334		4. Person to Contact Dianne Wilmer - Steno IV Mary Crawford - Steno III									
		5. Working Title Executive Secretaries	6. Tel. No. 656-3890								
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.											
8. Earliest & Latest Dates of Series 1970 - to Date		9. Exact Series Title EXECUTIVE OFFICE FILES SERIES (see separate sheet)									
10. What is the function of the office in which this record series is created <p>The Office of Planning and Budget, headed by the Director, provides the Governor with policy-making assistance in determining priorities, in evolving long and short-range plans for meeting the needs of the State, and in establishing a budget which will implement those plans. In addition the OPB provides assistance in analyzing special public policy issues and offers the Governor an effective research capability. The OPB is divided into two basic sections: The Planning Division coordinates State-wide plans; identifies issues and problems; maintains contact with Federal Government; provides a review mechanism for grant requests. The Budget Division analyzes agency budget requests; assists in preparation of budget; provides management analysis services to agencies; reviews agency performance in achieving program goals; monitors budget execution; prepares revenue estimate.</p>											
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): <p style="text-align: center;">SEE SEPARATE SERIES DESCRIPTIONS AND RECOMMENDATIONS</p> <p style="text-align: center;">ATTACH SAMPLES OF THE FILE</p>											
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	No. of Drawers Cu. Ft. of Records								
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION 7 14								
Legal-size File Drawers	14	28	Floor Space Occupied (Square Feet) In Office(s) In Storage Area(s) 32.5								
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">This Year's</td> <td style="width:25%;">Last Year's</td> <td style="width:25%;">Preceding Year's</td> <td style="width:25%;">All Prior Year's</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	This Year's	Last Year's	Preceding Year's	All Prior Year's				
This Year's	Last Year's	Preceding Year's	All Prior Year's								
			AVERAGE DAILY REFERENCES								

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> [.]
14. Is there a duplication of this series in another office or agency? Some duplication of correspondence files in division offices	<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	<input type="checkbox"/> []	<input checked="" type="checkbox"/> [X]
16. Does the series contain classified information requiring security handling?	<input type="checkbox"/> []	<input checked="" type="checkbox"/> [X]
17. Does the series initiate, amend or terminate agency policies and procedures? Record copies of policies and procedures are in series.	<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> []
18. Could the function be performed if the files were lost or destroyed?	<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	<input type="checkbox"/> []	<input checked="" type="checkbox"/> [X]
20. Does the record series provide data as input to an EDP file?	<input type="checkbox"/> []	<input checked="" type="checkbox"/> [X]
21. Does the record series contain documentation produced as EDP printout?	<input type="checkbox"/> []	<input checked="" type="checkbox"/> [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files?	<input type="checkbox"/> []	<input checked="" type="checkbox"/> [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? historical value	<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> []

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☒ [X] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Series provides basic documentation for OPB operations and administration of various Directors.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
-[] CALENDAR YEAR -[] FISCAL YEAR -[X] Other See attached recommendations. then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
[] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
[] Destroy.
[] Transfer to State Archives for permanent retention.
[] Destroy immediately after cut-off.
[] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series		Records Management Officer	Date
26. Recommendations	<input checked="" type="checkbox"/> [X] Approved [] Disapproved	Head of Agency/Designee	3/7/73
in Paragraph	State <input checked="" type="checkbox"/> [X] Approved [] Disapproved	Department of Audits/Designee	3-13-73
25 are:	Records <input checked="" type="checkbox"/> [X] Approved [] Disapproved	Secretary of State/Designee	Mar. 9/73
	Committee <input checked="" type="checkbox"/> [X] Approved [] Disapproved	Department of Law/Designee	3-14-73

Description

Disposition

73-145 DIRECTOR'S SUBJECT FILES - Documents relating to all aspects of the responsibility and interest of the Director and his executive staff. Includes at present, but is not limited to, original inquiries to and copies of replies from the Director and his assistants, memoranda to and from the Governor and other state officials; directives, manuals, bulletins establishing policies and procedures, obsolete and proposed; as well as current; projects, studies or reports proposed and executed by the executive staff; Governor's weekly briefing notebooks and supporting exhibits; speeches, photographs, etc. - among others. The series is arranged by subject, not necessarily alphabetically.

Cut off at end of each fiscal year; hold in current files area 2 years; retire to State Archives.

73-146 CONSULTANT'S PROJECT FILES - Documents relating to all phases of special consultant's work. Included are correspondence, memos, and supporting papers between consultant and internal agency personnel, the Governor, other state officials and local government leaders; copies of speeches; studies, reports, and other public information data and supporting papers prepared by the consultant - among others. The series is arranged by subject, not necessarily alphabetically.

Cut off at end of fiscal year; hold in current files area 1 year; retire to State Archives.

73-147 GOVERNOR'S SPECIAL REPRESENTATIVE'S CASE FILES - Documents relating to the activities of the Governor's special representative. Included are case files of each problem he has been assigned to investigate for the Governor; arrangements, briefing materials, plans for governor's appearances, visits; contact log books listing his meetings and notes with state officials, legislators, and related materials. The series is arranged by subject, not necessarily alphabetically.

Cut off at end of term of Governor; retire to State Archives.

Description

Disposition

PUBLIC RELATIONS PUBLICATIONS RECORD

SET FILES- Documents related to public relations campaigns planned by the Special Assistant to the Director of OPB to publicize executive programs. Included are the record copies and working/ supporting papers of all news releases, circulars, bulletins, pamphlets, brochures, booklets, etc. prepared by the Special Assistant and his staff. The series is arranged by category of publication and thereunder chronologically.

Series is covered by the Common Standard on Publications Record Set Files No. 227-01
Disposition: Cut off at the end of each calendar year; retire to State Archives.

73/48 PUBLIC RELATIONS SUBJECT FILES- Documents relating to the management and planning of public relations campaigns. Included are general plans and procedures for publicity campaigns; proposed campaigns; memoranda and other correspondence with internal agency officials, the Governor, and other state official; mailing lists and promotional contacts - among others. The series is arranged by subject, not necessarily alphabetically.

Cut off at the end of each fiscal year; hold in the current files area 2 years; retire to State Archives.